

**ATHENS REGIONAL LIBRARY BOARD**  
**Draft Minutes January 19, 2012 Meeting – Athens-Clarke Main Branch**

Meeting was called to order by Chairman Nale (Madison County) at 3:32 pm, and a fifteen minute tour of the second floor construction was given. Present were: Ms. Bogue (Athens-Clarke County), Mr. Timmons (Athens-Clarke County), Mr. Moak (Madison County), Ms. Lane (Athens-Clarke County); Ms. Slater (Franklin County), Mr. Miller (Franklin County), Ms. Shoemaker (Franklin County), Mr. Gresham (Oglethorpe County), Ms. Arnold (Oglethorpe County), Ms. Gabriel (Oglethorpe County), Ms. Stratton (Oconee County), Ms. Holt (Oconee County). Wanda Miller was present. Absent were: Ms. Brodrick, Ms. Harrison, Mr. Cecil Bentley. Staff present were Ms. Green, Ms. Brumby, Mrs. Ames, Ms. Simonds and Ms. Ovington, who recorded the minutes. The October 20, 2011 Minutes were unanimously approved (moved by Gresham, seconded by Timmons); Agenda unanimously approved (moved by Stratton, seconded by Bogue); there was no public comment.

Staff Reports – New Assistant Directors were introduced and spoke about their positions.

Trudi Green, Asst. Dir. of Public Services: Ms. Green has been with ACCL for five years as Information Services Supervisor. Now she will oversee the daily operations of the Adult, Youth, Circulation, Information and Tech Services, including supervision of staff and volunteers, and other duties as assigned by the Director. This position includes the development of policies and procedures and change recommendations as necessary; responsible for analysis and evaluation of library services in relation to the library's strategic plan.

Donna Brumby, Asst. Dir. of Regional Services: Ms. Brumby has been with ARLS as Extension Svcs Librarian for five years focusing on services throughout the region, staff development, materials management with a look toward the future and much involvement and appreciation of the all Friends of the Library groups. She'll continue Outreach Services seeking the communities' input, asking branches to keep collecting great patron stories. Overall, she sees it as vital to keep up to date and educated on library services in general and support the Director.

**Financial Report:**

Ms. Simonds gave the 1st Qtr FY12 Financial Report. We were within our parameters of being close to 25% revenues and expenditures. The total revenues were 26.75% and the expenditures were 21.93% actual versus budgeted figures. Ms. Arnold asked why the workers' compensation and insurance expenditures were less than 10% and Ms. Simonds responded that our insurance carrier, Boswell Group, runs our contract from March through February, so we will not be invoiced for the annual insurance costs until March of 2012. A question was raised about the Dues and Registration being at 83.5% and Ms. Simonds responded that most all of the annual regional dues were paid at the beginning of the fiscal year. A discussion followed about the Debt Collection Service. Mrs. Ames mentioned that approx. 4% of our collection is overdue at any given time, and that we don't key our Collections provider until there are \$50.00 in outstanding fees. Ms. Simonds notified the Board that the GA Dept of Revenue is attempting to place a lien on estimated tax on the Library Store; however, she then explained the Library Store has been closed for months so this will be rectified and reported back to them soon.

## Regional Reports:

### Franklin County

Ms. Slater said that Mrs. Ames talked with their board about their three year strategic plan at their last meeting and urged them to connect with what their county's specific needs are. They wish to establish good partnerships with key players in county government. Three board members are working on initial planning efforts. Ms. Shoemaker said she talked with the mayor of Royston. Senators may put money back in for building funds; they're writing letters.

### Athens-Clarke County

Ms. Bogue gave a recap of the Jan 10 board meeting and focused on their Financial Committee's three recommendations that were approved unanimously by the full board, one of which was that the county requested a 5% reduction budget for FY13; this would be achieved by closing the Library one day per week. She also reported they voted to have consultant Gail Griffith be hired to help with a new 5 Year Strategic Plan.

### Oglethorpe County

Ms. Arnold reported their board met on Jan 18 and are busy providing programs for people of all ages, even through several personnel changes. Their Friends group purchased more books with funds from their last book sale, and they're having another book sale March 1-3. They also have county officials visit regularly who also stay involved in any facilities issues.

### Oconee County

Ms. Stratton said they had one very successful children's program that had 500 visitors within three hours. Also last Oct, teens had great programs in Bogart. On Oct 8, 2011 they held a Genealogy event on Civil War research and 33 people attended.

### Madison County

Chairman Nale discussed construction/expansion updates: electrical is complete, drywall is painted, downspouts for rain are in, and most floors are in. They're now pouring concrete for front stairs and the handicap ramp; all to include handrails. They're two weeks behind due to weather but won't have trouble catching up. Friends voted to not have their sign be one that locks. Work on the Friends Room is beginning, they just moved items out. Also, in December they got connected to city water, so all is well in that regard.

## Director's Report

Mrs. Ames relayed information about ongoing conversations with GPLS and their Talking Book Center—they were unaware that we are not getting new books since we became an outreach center and now they know. She has also read the extensive Governor's Budget and there is nothing in it for Public Libraries. The 2% reduction we took this year will be continued and spread through this year (not an additional 2% in the coming year). She then reported on her meeting with Larry Walker and Doreen Poitevint (Board of Regents members) to discuss library funding and the concern of lost visibility. The meeting was very productive and the Regents committed to back the efforts discussed. Mrs. Ames then congratulated Oglethorpe County on having the most increase in library use. She showed a spreadsheet handout charting library cards added in the last calendar year that indicated where patrons are registering for library cards alongside the county of their residence (where they live vs. what branch they go to). Mrs. Ames discussed the colorful Annual Report for FY11.

She then showed a chart with State library materials grants and Inflation over the years that should make the case to the Legislators more readily.

#### New Business

Mrs. Ames stated we need a diehard public library fan in the Legislature to champion our cause and introduce new legislation. She said she talked to Senator Frank Ginn who has introduced a resolution to get the Royston library project included in funding. The legislative delegation must hear from our board members as money is desperately needed for materials. Franklin County reps interjected they don't currently have influential Board of Education higher-ups on their board to work on obtaining contributions from their county's Board of Education (as they used to).

#### Announcements

Chairman Nale stated the April meeting will be in Madison County and the July meeting will be in Oglethorpe County. Per Mrs. Ames, Varsity Hot Dog Day sponsored by the Georgia Council of Public Libraries will be held in the Capitol Room on 1/26/12 from 11-1 and everyone is encouraged to come lobby on behalf of library services. She also stated that Georgia Library Day 2012 will be held on the morning of Wednesday, February 15. Georgia Library Day is held each year during the legislative session. The Georgia Library Association, in cooperation with the Georgia Library Media Association and the Georgia Association for Instructional Technology, holds this event for librarians and other library advocates to visit legislators face to face to urge them to support Georgia libraries.

#### Other Business:

Condolences were expressed over absent board member Ms. Brodrick's loss of her mother-in-law. Corrections to Member Contact List and list of meeting dates were made.

**Next Meeting is April 19, 2012 at 3:30 p.m. at the Madison County Library**

The meeting was adjourned at 4:35 p.m. (moved by Stratton, seconded by Shoemaker).

**ATHENS REGIONAL LIBRARY BOARD**  
**Draft Minutes April 19, 2012 Meeting – Madison County Library**

Meeting was called to order by Chairman George Nale (Madison County) at 3:35 pm. Present were: Mr. Mike Moak (Madison County), Ms. Karen Harrison (Madison County), Ms. Cheryl Slater (Franklin County), Ms. Rita Shoemaker (Franklin County), Mr. Tom Gresham (Oglethorpe County), Ms. Janet Stratton (Oconee County), Ms. Susan Brodrick (Oconee County). Absent were: Mr. Cecil Bentley (Athens-Clarke County), Ms. Judy Arnold (Oglethorpe County), Ms. Svea Bogue (Athens-Clarke County), Ms. Gloria Gabriel (Oglethorpe County), Ms. Kelly Holt (Oconee County), Ms. Fran Lane (Athens-Clarke County), Mr. Wayne Miller (Franklin County) and Mr. John Timmons (Athens-Clarke County). Staff members present were Ms. Trudi Green, Ms. Kathryn Ames, Ms. Mamie Simonds, Ms. Suzanne DeGrasse, and Ms. Donna Brumby, who recorded the minutes. The January 19, 2012 minutes were unanimously approved (moved by Stratton, seconded by Shoemaker); Agenda unanimously approved (moved by Harrison, seconded by Gresham); there was no public comment.

**Staff Report:**

Ms. DeGrasse, Madison County Branch Manager, welcomed the Library Board to the recently expanded and renovated library. She described the County and its citizens' information needs. She noted the ongoing contributions to the library's efforts by the Friends of the Library organization and the Madison County Library Board of Trustees, highlighting community involvement and the library as community center. Ms. DeGrasse explained that "one person checking out 25 books at a time, and taking one computer class per week has saved over \$30,000.00 in retail value," not even counting movies, e-books, Internet access, magazines, public programs and socializing opportunities.

**Financial Report:**

Mrs. Simonds gave the financial report stating that we are at 72.45% expenditures and 73.54% revenues in this 3<sup>rd</sup> Qtr of FY2012. All boards had met with the exception of Oglethorpe County. In regional expenditures, Mrs. Simonds stated that the Workers Compensation and Insurance budgets were at 100% due to the fact that ARLS just paid the total Boswell Group invoice for the year. She mentioned that she would speak more about that later in the meeting. A question was asked about printing being only at 17.67% and Mrs. Simonds stated that she would ask the Public Relations Manager Rhiannon Eades, but it was possible that a lot of the regional printing was now being done in house to save funds.

**Regional Reports:**

**Madison County**

Mr. Moak welcomed the meeting to the new Madison County Library meeting room, which the Madison County Library Board had voted in their April 12, 2012 meeting to officially designate as the "Jere Ayers Meeting Room." Mr. Moak reported on the recent Grand Opening ceremonies held for the completion of the library's building project, which at least 250 people attended, and that the final construction "punch list" of details is still being completed. He reported that the Friends of the Madison County Library will be holding its first book sale in the new building during April 27 – May 5.

#### Oglethorpe County

Mr. Gresham reported that the Oglethorpe County Library Board quarterly meeting had been postponed until Wednesday, April 25. The spring Friends of the Library book bag sale raised around \$1000.00. Mr. Gresham also reported that Oglethorpe County had agreed to qualify for a Major Repair and Renovation (MRR) grant funded by the State Legislature and issued by the Georgia Public Library Service. If approved by the governor, this grant will pay up to 50 percent of heating, ventilation and air conditioning (HVAC) replacement/repair for the Oglethorpe County Library.

#### Oconee County

Ms. Brodrick highlighted Oconee County's successful programs for children, including 66 present for Toddlerobics and 83 participating in a program featuring crayons. Ms. Stratton handed out samples of a popular zine Oconee teens are creating in a library program. She also noted that patrons still express their regrets that the libraries had to reduce hours, but that enthusiasm for public libraries in Oconee County continues to grow.

#### Franklin County

Ms. Slater reported on a successful author event sponsored by the Friends of the Lavonia Library, featuring Jimmy Cherokee Waters and his book *Blood Oath*. She highlighted Royston's recent visual arts contest, display and awards ceremony. Both libraries are already planning for Summer Reading Program 2012 and the Franklin County Library Board continues work on an updated Strategic Plan. Ms. Shoemaker announced that matching funds for the Royston building project did make it into the final budget passed by the Legislature, and that now all it needed is the Governor's signature. The Franklin County Library Board plans to meet with the project's architects on April 24.

#### Athens-Clarke County

Ms. Ames offered a short update on the A-CC building project on behalf of the Athens-Clarke County Library Board.

#### Director's Report:

Ms. Ames' relayed that the ARLS administrative team is beginning a systematic review of all Regional Library policies and personnel policies and will be making recommendations for updates in the future. She reported that she, Ms. Slater and Ms. Shoemaker attended Varsity Hot Dog Day at the Capital and made good contacts with the legislative delegation. She commended Ms. Gresham for his quick work in securing Oglethorpe County's commitment for the MRR grant. Ms. Ames stated that, if the Governor signs the budget with the Royston funding intact, bonds for that project could be sold as early as June, after which the project would need to get underway within the next six months. The Regional Library Board will be asked to approve all bond and building documents. She briefly discussed some of the pros and cons of the Madison County construction experience and thanked the Library Boards and legislative delegation for all their assistance.

#### Unfinished Business:

Ms. Simonds presented the FY2011 Independent Accountant's Report On Applying Agreed-Upon Procedures and the engagements performed by Mr. Randal L. Sanders, Certified Public Accountant. The overall report was favorable and Mr. Sanders made several recommendations to which the library is already offering some corrective action plans. In efforts to ensure time for monthly statements and postings reconciliation, the Accounting Assistant

position was expanded from 12 hours per week to 25 hours per week and management of all human resources activities was transferred to the Administrative Assistant/Human Resources Manager. A new, detailed log was created to ensure proper authorization of all gasoline purchases and the gasoline credit statements will be reconciled monthly. The auditor's report recommended that the Library Board and management should continue to review current staffing levels to determine if additional staffing is appropriate based on the size and level of financial activity processed by the library.

#### New Business:

##### Mandatory Child Abuse Reporting Law

Ms. Brumby passed along to the Board information concerning Georgia House Bill 1176, which expands requirements for mandatory reporting of suspected child abuse. If the Governor signs the bill into law to take effect July 1, 2012, the Georgia Public Library Service and the Board of Regents have espoused the opinion that public library employees and staff will become mandatory reporters. ARLS is looking into procedures and training to make sure the library complies with the law.

##### Open Meetings and Records Law

Ms. Green presented highlights of HB 397, which has been signed by the Governor. This law revamps Georgia's Sunshine Laws. Some of the changes include exceptions to quorum requirements, allowance for teleconferencing, a strengthened fine structure, and allowance for filing of civil complaints. GPLS will be making recommendations to public libraries to ensure training and compliance with these revisions.

##### Workers Compensation and Georgia Health Insurance

Mrs. Simonds discussed meetings with Ms. Ames, Ms. Joy Ovington and Mr. Carey Stephens (Account Representative from Boswell Insurance Group) to try to find ways to hold down insurance costs. These included switching from Utica to UBIC in order to receive a lower rate; decreasing liability coverage by excluding a storage building adjusting contents values; and making changes in vehicle coverage.

Mr. Moak asked whether the library had "safety officers" to monitor safety issues and training for staff. After discussion by the members, it was decided that Ms. Ames will check on whether any insurance companies offer discounts if the library provides safety training.

Mrs. Simonds stated that Boswell renewal package for insurance was \$35,615, and after several meetings with Mr. Stephens, they were able to lower the rate to \$31,697, a savings of \$3,918. Changes were made to the property, auto and worker's compensation quotes. Mrs. Simonds stated that in the workman's compensation package, they revised payroll totals to reflect current staffing levels and replaced the third party carrier from Utica to UBIC in order to receive a lower rate.

Mrs. Simonds also stated that although it is not final yet, in FY13 GHI will require state agencies to charge a flat rate of \$912 per month instead of the 18.534% of gross salaries reported. This would be a huge increase for libraries. She stated that Julie Walker, State Deputy Librarian is currently working with legislators and the governor to stop or at least phase in this mandate.

#### Travel Reimbursement Increase

Ms. Simonds presented documentation from the State Accounting Office of Georgia which increases State travel reimbursement rates for calendar year 2012. Mr. Gresham moved the Board approve changing ARLS's rates to reflect the State recommendation (\$0.555 per mile for Tier 1 automobile and \$0.23 per mile for Tier 2 automobile). Mr. Moak seconded; unanimously approved.

#### Audit Report

Mrs. Simonds reported that Randy Sanders, CPA conducted the ARLS audit engagement and AUP on January 17, 2011. Mr. Sanders recommended that the Board and Management should review the current staffing levels to determine if additional staffing is appropriate based on the size and level of financial activity processed by the library system. Mrs. Simonds discussed the AUP and ARLS corrective action plan. This would include expanding the Accounting Assistant position from 15 to 25 hours per week in order to perform duties for ARLS in a timely manner.

#### Announcements:

Ms. Ames announced the Spring Friends of Georgia Libraries workshop: Where Do We Go From Here? The training will include tips and ideas for fundraising beyond book sales. The meeting will be held at the Forsyth Public Library in Cumming on April 27. Because ARLS is a member of FOGL, ARLS Friends are eligible to register at the member rate.

The Friends of the Madison County Library were thanked for provide refreshments for the Board's meeting.

The meeting was adjourned (moved by Moak, seconded by Stratton); most members stayed awhile for a tour of the new library.

**Next Meeting is July 19, 2012 at 3:30 pm at the Oglethorpe County Library.**  
**<UPDATE 7-18-12: meeting now at Main Branch >**

**ATHENS REGIONAL LIBRARY BOARD**  
**Draft Minutes July 19, 2012 Meeting**  
**Athens-Clarke County Library Board Room**

Meeting was called to order by Chairman Nale (Madison County) at 3:30 PM. Present were, Mr. Gresham, Ms. Arnold, and Ms. Gabriel (Oglethorpe County); Mr. Miller, Ms. Shoemaker, and Ms. Slater (Franklin County); Ms. Lane, Mr. Bentley, Ms. Bogue, and Mr. Timmons (Athens-Clarke County); Ms. Harrison, and Mr. Moak (Madison County); as well as Ms. Brodrick (Oconee County). New member Mr. Robert Wyatt (Oconee County) was absent, as was Ms. Holt (Oconee County). Staff present were Mrs. Ames, Mrs. Simonds, and Ms. Ovington, who recorded the Minutes.

The Minutes of April 19, 2012 board meeting were unanimously approved (moved by Mr. Miller, seconded by Ms. Harrison). The agenda was unanimously adopted with the addition of eDevice Policy at the end after the Open Meetings Law line item. There was no public comment.

**Staff Report:**

Staff Reports were given by Asst. Dir. Trudi Green (ALA Virtual Conference & Foundation Center Training) and Asst. Dir. Donna Brumby (Strategic Planning). Ms. Brumby reported that the Athens-Clarke County Library Board is working with a library consultant, Gail Griffith, who has also met with all A-CC staff, interviewed numerous local stakeholders and met with several focus groups. She and the library's core team (KA, TG & DB) have met twice now with a twenty-member Steering Committee made up of interested A-CC residents. The Steering Committee examined strengths and needs across the entire county and determined which ones they thought the library might be best suited to address. The next step is working on specific goals and actions the library will take in order to meet the identified service. Patron Surveys are being done at all branches. Mrs. Ames facilitated a first working session as the Franklin County Library Board began working on a new strategic plan. The next step for Franklin County's plan will be crafting a mission statement and determining which three of those five identified service responses the libraries in Franklin County are best posed and able to address over the next few years. The Oconee County Library Board looked at strengths, weaknesses and opportunities of Oconee County and identified three main service responses for the library to work on over the next few years. The goal is to have all three of these plans ready for Board approval in October 2012. And, they are hoping to begin work on new strategic plans for Madison and Oglethorpe Counties early in calendar year 2013.

**Financial Report:**

Mrs. Simonds stated that we are at the end of Fiscal Year 2012 and we were within the 10% of the total budget rule which states that we must amend the budget if it exceeds 10% variance overall. Revenues were at 100.83% and expenditures were at 97.09% of the total budget for FY12. She also noted that there were \$7250.00 in Summer Reading Club donations from Friends' groups and corporate donations. State monies were expended in total as well. She also showed a handout of outside revenues regionally for grants and construction projects totaling \$14,692,025.

Regional Reports:

Madison County

Mr. Moak said patronage is 100% higher. Programs offered include natural Make-up, a Drumming Group, and a Kick-Off for their Summer Reading Program. They've received gifts of a BizHub copier, six Kindle readers, forty years of yearbooks, Washington Post matched a 1k gift, and the Lion's Club and patrons gave money for Children's Educational DVDs. Friends of the Library gave them a couple of refrigerators. There was a mini-book-festival at Culver Fest. They are in contact with the County Commissioners for more money to cover more staff, and cleaning/utility bills (30k).

Oconee County

Ms. Brodrick reported that Janet Stratton had resigned and would be replaced. 1,426 people registered for the Watkinsville Summer Reading program and 294 in Bogart. The Oconee Rotary Club donated eReaders and mp3 players for check-out. Friends of the Library is taking donations. There is a 20X20 storage space, so Oconee SPOLOST needs a policy on this presently.

Oglethorpe County

Ms. Gabriel said they have a Maintenance and Repair state grant with the County to replace HVAC (\$22,000). They had a very active Summer Reading Program with a magician and ventriloquist. Membership increased by 15%.

Franklin County

Ms. Slater reported on their Summer Reading Program – kids are not reading as many books but the programs are popular. Patron Surveys are being pushed.

Athens-Clarke County

Mr. Bentley said the Strategic Plan is underway and construction is on target. Ms. Bogue commented that RFID is also on the way from 3M with a rollout in November.

Director's Report:

Mrs. Ames spoke of construction in Athens-Clarke and in Royston, including RFID installation at Athens-Clarke & heightened safety awareness. Strategic Planning was also reported on as well as the increase in state health insurance with the GA Dept. of Community Health.

Unfinished Business – Building Reports:

Madison County has a small punch list yet to complete for their renovations, per Mr. Moak (sun shades, getting security cameras up, etc.). \$300,000 will not be paid to the construction company until a small roof leak has been fixed and work has been completed.

Athens-Clarke County has carpets going down and shelving is being installed. Target to open the 2<sup>nd</sup> floor is in mid-August with the Grand Opening sometime in January.

Royston's renovations hit a snag when the glue of the floor tiles contained asbestos, according to Ms. Shoemaker. The City got 2 bids, and they are looking for more, the lowest so far is 10k. She brought the renovation plans for others to view. She will be speaking at their Rotary Club the following week, and they have relocated the Ty Cobb statue appropriately.

#### New Business:

##### Approval of FY13 Budget

Mrs. Simonds stated that the state grants for FY13 would be reduced by \$40,428.82. However, \$18,415.76 is state librarian salary grant which is lower because of the GHI flat rate FY13. The effect on the region directly would be a reduction of \$19,773.06 in the System and Services grant, and a reduction of \$2,240.00 in the Talking Book Center grant. Mrs. Simonds presented salary worksheets for the Talking Book Center which was forced to reduce gross salaries charged to the grant because of the higher flat rate of GHI. The same was presented with the salary worksheet for the System and Services Grant – reducing gross salaries charged to the grant by \$29,070 once again because of the higher GHI cost to employers. Mrs. Simonds presented a worksheet showing the materials grant staying the same as FY12 except the populations increased - lowering the per capita materials cost from 12% to 11.587%. The regional population increased from 222,203 in FY12 to 230,121 in FY 13. The total budget proposed FY13 was approved unanimously by the board.

##### Georgia Health Insurance

Mrs. Simonds stated that the Board of Community Health has approved the flat rate covered member per month for Library personnel for the 2013 fiscal year to \$743 per covered member instead of a % of gross salaries which was 18.534% for FY12. This is a drastic forced mandate that will be devastating to some libraries. Libraries may be forced to lay off employees, push staff from full time to part time, and remove health care insurance from many. Mrs. Ames is working with legislators at this time to legislate change in this policy. Mrs. Simonds referred to another handout which shows county by county the effect of the GHI increase. The total of this is \$70,974 to the region.

Personnel Committee Chair Mr. Moak reported Mrs. Ames received a highly successful result in the annual Director's Performance Review.

Changes to the Open Meetings Law were reviewed and discussed. The law applies to Committee meetings, as well.

eDevice Check-out Policy was reviewed, edited to include the condition that someone must present a photo id, and unanimously adopted (moved by Ms. Bogue, seconded by Mr. Gresham).

Other Business:

A Nominating Committee was formed to present a slate of potential officers for the next meeting: Mr. Gresham (Chair), Ms. Harrison, Ms. Shoemaker, and Ms. Brodrick were chosen.

Announcements:

Mr. Moak said he will not be able to attend the October meeting. The next meeting will have a full Agenda of many things to discuss and approve (policy manual changes, scheduled closings, etc.).

The meeting was adjourned at 5 pm (moved by Mr. Gresham, seconded by Mr. Moak).

**Next Meeting is October 18, 2012, at 3:30 pm in the Athens-Clarke County Board Room (currently in the Heritage Room area).**

**ATHENS REGIONAL LIBRARY BOARD  
2012 ATTENDANCE RECORD**

	January	April	July	October
Judy Arnold	<b>X</b>	<b>ABSENT</b>	<b>X</b> Late, in @3:45p	<b>X</b>
Cecil Bentley	<b>ABSENT</b>	<b>ABSENT</b>	<b>X</b>	<b>X</b>
Svea Bogue	<b>X</b>	<b>ABSENT</b>	<b>X</b>	<b>X</b>
Susan Brodrick	<b>ABSENT</b>	<b>X</b>	<b>X</b>	<b>ABSENT</b>
Gloria Gabriel	<b>X</b>	<b>ABSENT</b>	<b>X</b>	<b>X</b>
Tom Gresham	<b>X</b>	<b>X</b>	<b>X</b> Late, in @3:45p	<b>X</b>
Karen Harrison	<b>ABSENT</b>	<b>X</b>	<b>X</b>	<b>X</b>
Kelly Holt	<b>X</b>	<b>ABSENT</b>	<b>ABSENT</b>	<b>X</b>
Greg Jones	<b>X</b>	-	-	-
Fran Lane	<b>X</b> Late, in @4p	<b>ABSENT</b>	<b>X</b>	<b>X</b>
Wayne Miller	<b>X</b>	<b>ABSENT</b>	<b>X</b>	<b>X</b>
Michael Moak	<b>X</b>	<b>X</b>	<b>X</b>	<b>ABSENT</b>
George Nale	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Rita Shoemaker	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Cheryl Slater	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Janet Stratton	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
John Timmons	<b>X</b>	<b>ABSENT</b>	<b>X</b>	<b>X</b>
Robert Wyatt	-	-	<b>ABSENT</b>	<b>X</b>



**ATHENS REGIONAL LIBRARY BOARD**  
**Draft Minutes October 18, 2012 Meeting**  
**Athens-Clarke County Library Board Room**

Meeting was called to order by Chairman Nale (Madison County) at 3:30 PM. Present were, Mr. Gresham, Ms. Arnold, and Ms. Gabriel (Oglethorpe County); Mr. Miller, Ms. Shoemaker, and Ms. Slater (Franklin County); Ms. Lane, Mr. Bentley, Ms. Bogue, and Mr. Timmons (Athens-Clarke County); Ms. Harrison, Mr. Nale (Madison County); as well as Ms. Holt, and Mr. Wyatt (Oconee County). Absent were Mr. Moak (Madison County) and Ms. Brodrick (Oconee County). Staff present were Mrs. Ames, Ms. Simonds, Ms. Green, Ms. Brumby, and Ms. Ovington, who recorded the Minutes.

The Minutes of July 19, 2012 board meeting were unanimously approved (moved by Ms. Bogue, seconded by Mr. Gresham). The agenda was unanimously approved (moved by Ms. Lane, seconded by Ms. Gabriel). There was no public comment.

**Staff Report:**

Staff Reports were given by Ms. Green (ALA Virtual Conference & Foundation Center Training) and Ms. Donna Brumby (Strategic Planning). Ms. Brumby shared exciting news about a Mobile Computer Lab we may have the use of soon – we'd need to submit a white paper to the regional commission stating the Board supports this effort of using the Mobile Computer Lab, so a vote was taken and unanimously approved (moved by Ms. Harrison, seconded by Ms. Arnold). Ms. Green talked about seven meetings held statewide and the state's GPLS 5-year Strategic Plan. Ms. Bogue inquired of the status of the health insurance rates issue and will compose a letter opposing this then give it to Mrs. Ames for mailing to the appropriate parties so the ARLS voice is heard.

**Financial Report:**

Mrs. Simonds stated that during the 1<sup>st</sup> Quarter of FY13 we are at 24% revenues and 23% expenditures. The Workers Compensation and Insurance bills will be due in March of 2013; therefore, those budgets are still at zero. Dues and Registration were at 52% because we have paid most of the 1-time annual dues. All County Boards have met and are reflected in the report. Mrs. Simonds also handed out a list of outside revenues for the Region. She also shared a handout of fines and fees revenue by Branch. It was determined that the increase in fines in July 2012 had little effect on revenues.

**Regional Reports:**

**Athens-Clarke County**

Ms. Bogue discussed the approved ACCL Strategic Plan, the updated policies, the AthFest ukulele grant, the brick pavers now on sale through the Endowment Board, and an Oct. 23 microfilm demonstration. Grand Opening celebration to be in April which also coincides with the library system's 100<sup>th</sup> Anniversary.

#### Oconee County

Ms. Holt talked about the SRP attendance totals overall to be 1,906, with 8,441 attending other programs. Oconee County is preparing a SPLOST-funded project for the two libraries; under consideration are a DVD book drop, landscaping, and painting. Storage Bldg and concrete slab have been completed. In past 10 months, staff identified \$4,325 in DVD purchases and processing, looking at other options. Friends of the Library's book sale made \$23,027 before expenses. Also, Mr. Wyatt reported the Bogart Town Council is being approached about funding.

#### Franklin County

Ms. Slater thanked their Friends group for their help on the Summer Reading Program. Civic organizations and authors are donating. They have successful book clubs and have completed the first draft of the Strategic Plan. Ms. Shoemaker reported on the asbestos project in Royston--it's on schedule.

#### Oglethorpe County

Ms. Arnold discussed the replacement of their HVAC units using a MR&R Grant. They had a Nov. 1-10 Book Sale. They have a new Board member, and are looking for bids for janitorial services. Mr. Gresham said their County Commission's Chair is assisting them in finding funds from within their community.

#### Madison County

Ms. Harrison said they are looking to out-bid for a grounds contract and have approval for one new hire as they use a lot of students as volunteers now. Their Friends group had a successful Book Sale with extended dates and made around 5k. Along with the Friends' donation and 4k left from construction, they have had around 13k brought in. It was discussed that they bring in their local Master Gardeners group that happens to be housed next door, so their grounds are well kempt. Their same Officers were re-elected for the coming term.

#### Director's Report:

Mrs. Ames spoke of pilot marketing program with the State as well as Childrens Sevices event that focuses on Family Literacy that ARLS has been invited to participate in. She also reported on the three MR&R Grants for ACCL, Oglethorpe, and Royston. Overdue PINES fees were discussed, as well.

Unfinished Business – Building Reports were included during Regional Reports.

#### New Business:

##### Election of Officers

The Nominating Committee met and then put forth that Mr. Moak be Chairman, Ms. Slater be Vice-Chair, and Mr. Gresham be Treasurer. Ms. Bogue would serve as a Member At Large. A vote was taken and all officers were approved and elected unanimously (moved by Mr. Miller, seconded by Ms. Harrison).

Policies Updates

Updates for the Patron Rights and Responsibilities policy the ACCL Board approved was approved unanimously (moved by Mr. Timmons, seconded by Ms. Harrison).

Updates for the Computer Use policy was approved unanimously (moved by Ms. Bogue, seconded by Mr. Timmons).

A list of Scheduled Closings dates for all ARLS branches for 2013 was approved unanimously (moved by Ms. Gabriel, seconded by Ms. Arnold).

Mrs. Ames gave a copy of a Georgia County magazine article in which ARLS was mentioned, recognizing public libraries.

Announcements:

Mrs. Ames announced that there will be a State Commission Hearing on Wed., Nov. 7 at 11 am at the Decatur Library in case anyone wanted to go with her.

The meeting was adjourned at 4:30 pm (moved by Ms. Gabriel, seconded by Ms. Bogue).

**Next Meeting is January 17, 2013, at 3:30 pm in the Athens Regional Library System Board Room.**